

ZONING INSPECTOR II

GRADE: 19

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Zoning Inspector II performs intermediate technical and difficult administrative work in securing and maintaining compliance with ordinances and regulations relating to zoning, occupational licensing, and nuisances within the City. This is code enforcement work requiring the application of technical and specialized knowledge, methods and techniques to ensure compliance with codes. Incumbent makes independent field inspections, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court when necessary. The work is proactive requiring continuing personal contact with the general public, contractors, architects, etc. concerning construction code requirements. The physical demands are moderate under somewhat disagreeable working conditions. The incumbent's work has meaningful impact on specific cases and is subject to general supervisory review.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Regularly conducts independent field inspections of commercial, industrial, and residential properties to verify compliance with the City of Rockville Zoning Ordinance and the Solid Waste Ordinance.

- Performs inspections relative to the issuance of Sign Permits to determine compliance with permit conditions, the City's Sign Regulations, and any variances granted by the Sign Review Board.
- Prepares staff report and recommendation to the Sign Review Board for all sign modification applications.
- Prepares Sign Review Board meeting agenda, including staff reports, background materials and applications for Board members to review.
- Attends all Sign Review Board meetings as staff liaison and provides the Board with technical and historical decision information and sign ordinance interpretation.
- A review prepared meeting minutes for accurate description of decisions and prepares findings prior to Board review.
- Reviews and approves or rejects all submitted sign permit applications.
- Prepares all decision letters to applicants and advises them of their appeal rights when necessary.
- Appear before the Board of Appeals on all sign modification appeals.
- Reviews and approves or rejects temporary USE permit applications, approves return on cash bond surety.
- Physically removes illegally erected signs from public property and rights-of-way. Performs inspections of new construction for compliance with conditions of approval
- For Use Permits, Special Exceptions and approved site plans prior to final inspection and occupancy of new construction. Recommends approval or denial of Occupancy Permit based on findings and discussions with property owner or developer.
- Performs site inspections of existing properties for continued conformance with the Zoning Ordinance and approved site plans, on a regular schedule.
- Performs field inspections of commercial and industrial properties to check tenants for current Occupancy and Sign Permits, and prepares correspondence advising of discrepancies. .
- Performs inspections and monitors licensing of Temporary Uses (construction trailers, Christmas tree sales, etc.)
- Performs inspections and monitors licensing of Private Refuse Collectors.
- Maintains case files and permit information on Permit Plan.
- Investigates and resolves complaints from the public regarding code violations, refuse collection, noise and lighting disturbances, and general commercial nuisances.
- Performs evening, weekend, or Holiday inspections as necessary.
- Meets with business owners, property managers, developers, architects, contractors and the general public to review proposed plans, answer code related questions, and provide advice with respect to variance applications, sign applications, and general zoning and sign regulations.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

- Any combination of training and experience substantially equivalent to graduation from high school and three year's progressively responsible experience in property management, zoning enforcement or related field.
- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of State of Maryland Industrialized Building Inspectors certification and certification by ICC as a Zoning Inspector required.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the City of Rockville's Zoning Ordinance, sign regulations, Solid Waste Ordinance and the Maryland State Handicap Code.
- Considerable knowledge in the interpretation of City codes, ordinances and regulations.
- Ability to describe code related conditions in detail and maintain extensive records on case histories.
- Ability to establish and maintain effective working relationships with homeowners, architects, developers, contractors, other employees and the general public.
- Ability to be tactful but firm during contentious circumstances.
- Ability to be effective and concise in oral and written communication.
- Ability to input data into a computer system.